

County of Monroe
The Florida Keys



BOARD OF COUNTY COMMISSIONERS

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Employee Services
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date February 16, 2017

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF ASSISTANT AIRPORT OPERATIONS MANAGER, AIRPORTS, Key West IS NOW OPEN
AT PAY GRADE 109 SALARY \$38,409.18 - \$59,534.21/40 HPW.
(DEPENDING ON QUALIFICATIONS)

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| • VETERANS PREFERENCE AVAILABLE: | <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION: | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |

THIS POSITION: ☒ IS A CAREER SERVICE STATUS POSITION
☐ IS NOT A CAREER SERVICE STATUS POSITION

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


HUMAN RESOURCES ADMINISTRATOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
ADAIR004

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT AIRPORT OPERATIONS MANAGER	Reports to: Airport Operations & Security Manager (EYW) or Assistant Director of Airports (MTH)
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Position Grade: 109	FLSA Status: Non-Exempt	Class Code: 109-13
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GENERAL DESCRIPTION

This position is responsible for assisting with the daily management of all aspects of the airport including administrative, operations, security and maintenance duties under the direction of the Airport Operations & Security Manager or the Assistant Director of Airports, EYW or MTH respectively.

This position oversees both landside and airside activities at the airports and assists with the management of the airport's certification and security programs including all aspects of any required training, inspections, emergency management duties and record keeping responsibilities. Additionally, this position will perform airport maintenance duties as assigned.

The person occupying this position must have strong multi-tasking abilities and the ability to interact effectively with airport tenants and the general public. This position requires an individual who will make safe and sound assessments/decisions under pressure, sometimes during emergency situations. Strong communication skills, both oral and written are required. During emergency situations this position may be required to act on behalf of their supervisor and assume those responsibilities.

KEY RESPONSIBILITIES

1. *Conducts administrative duties including; answering phone calls, greeting and assisting visitors/tenants.
2. *Assists with the purchasing of airport supplies and contract services, processing of receipts and managing areas of the operations department budget.
3. Assists in administering the airport's access control and badging system through the issuance of airport badges, dissemination of hang tags/keys, performing training and maintaining/auditing of all associated records.
4. Conducts other administrative duties including copying, scanning, filing, emailing, mail and package delivery.
5. * Assists with daily airfield inspections of runways, taxiways, ramps, and other aeronautical areas in accordance with FAR Part 139/CFR 1542 operational standards and reviews associated logs.
6. * Performs maintenance duties in all areas of the airport, as assigned.
7. * Performs computer based and classroom based security and airfield driver training with all tenants, contractors and emergency services personnel.
8. * Makes immediate and vital decisions affecting the continuation of air and ground operations during emergency conditions in accordance with Part 139, CFR 1542 and/or other applicable advisory circulars/security directives.
9. * Oversees the activities of all contractors, agencies and tenants to ensure compliance with the Airport Certification Manual, Airport Security Program and other applicable FAA/TSA standards.
10. * Assists with the maintenance and updating of all essential airport documents, including but not limited to: Airport Certification Manual, Airport Emergency Plan, Airport Security Program, Wildlife Hazard Management Plan, Storm Water Pollution Prevention Plan and their associated records.
11. * Issuance of Notices to Airmen (NOTAMS) as necessary to report non-standard airport conditions.
12. * Assists with all aspects of any other required airport staff and tenant training.
13. * Performs airport operational procedures (escorting and PPR's) as needed.
14. Works flexible hours, including nights, weekends and holidays to facilitate safe and secure airport operations.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ASSISTANT AIRPORT OPERATIONS MANAGER	Class Code: 109-13	Position Level: 109
KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required. Concentration in Aviation/Airport Management or related field is preferred. FAA Private Pilots license preferred. Must maintain a valid Florida Driver's License. Must be able to pass a ten year fingerprint based criminal background check and Security Threat Assessment (STA) for secure area/SIDA airport badge.	
<i>Experience:</i>	No Experience required. Six (6) months minimum of airport operational experience is preferred.	
<i>Leadership:</i>	This position has guidelines for work, but determines the approach for doing the work, a supervisor reviews outcomes of work.	
<i>Complexity:</i>	Performs entry level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities. Work involves statistics, operations analysis, or forecasting.	
<i>Decision Making:</i>	This position works in a responsive environment where co-workers or citizens bring problems for resolution. Responsible for determining problems and creating solutions.	
<i>Relationships:</i>	The position works with fewer than ten co-workers who are mostly engaged in the same activities.	
<i>Working Conditions:</i>	This position spends part of the time working in an environment in which errors can lead to significant physical or mental consequences for the person occupying the position and others.	
<i>On Call Requirements:</i>	On Call 24 hours a day to respond to emergencies at the Airport. Must be available to work nights, weekends and holidays when required.	

APPROVALS		
<i>Department Head:</i>		
Name: <u>Don DeGraw</u>	Signature: <u>Don DeGraw</u>	Date: <u>3-21-16</u>
<i>County Administrator/Assistant County Administrator :</i>		
Name: <u>Sheryl Graham</u> Acting County Administrator	Signature: <u>Sheryl Graham</u>	Date: <u>3/23/2016</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____